



COUNTY OF SAN BERNARDINO
STANDARD PRACTICE

NO 4-2.21

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EFFECTIVE 7/94

APPROVED

DEPARTMENT

BEHAVIORAL HEALTH

SUBJECT

RELOCATION OF FURNITURE AND
EQUIPMENT

Rudy G. Lopez
Rudy G. Lopez, Director

I. PURPOSE

To enable the Department to systematically relocate furniture and equipment and to maintain accurate records of location changes.

II. PROGRAM RESPONSIBILITY

- A. Plan and arrange major equipment or furniture moves at least one (1) month in advance.
- B. The requesting program is to submit a request in memo form to Property Management detailing the move. If equipment is a fixed asset, please provide the County tag number. Also provide the name and telephone number of 2 contact persons on-site at the pick up address and (2) at the delivery address if equipment is changing addresses.
- C. Property Management will prepare a request to Facilities Management to accomplish the move.